

**Intent to Negotiate  
Vending Services, Drink and Snack  
6-2015/2016**



**PENSACOLA**  
S T A T E C O L L E G E

**Addendum #1, September 15, 2015**

- Question: Will this contract be for drink and snack machines or is this bid for snack machines only?  
Response: Bidders have the ability to bid solely on snacks, solely on drinks, or on both snack and drinks.
- Question: Please send a copy of the existing contract.  
Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).
- Question: Is percentage of commissions to be paid off of total dollars brought in, or is it total dollars that we collect minus sales tax?  
Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).
- Question: Please provide the current rate of commission received?  
Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).
- Question: Can you provide us with any corporate sponsorship or additional incentives that may currently be receiving?  
Response: The College receives various items, but there is not a particular dollar value for the items.
- Question: Can you provide us with a detailed list of machine type by location?  
Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).
- Question: What is the current vending machine pricing by product and location?  
Response: The pricing is included in the bid solicitation document, pg. 19. Pricing remains consistent throughout the various locations.
- Question: What is the current contract term?  
Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).
- Question: Is the proposed contract term negotiable?  
Response: Yes

Question: Can you provide us with name of the current snack vending, beverage vending and food service provider and any applicable contract terms?

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: How often has the current vendor(s) requested a price change in the past two years?

Response: None

Question: Is any preference given to minority or disadvantaged vendors?

Response: The College encourages all businesses to submit proposals.

Question: Can you say how many people use the machines annually?

Response: The College does not have this information. Proposers are encouraged to visit our website to obtain information on our College. <http://www.pensacolastate.edu/college-glance/> will provide additional information on the student population.

Question: How many vending machines and what type i.e. Drink, Snack, Coffee, are there on the six separate campuses?

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: How much annual revenue is generated through each type vending machine?

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: Does this ITN include Cafeteria or Concession fountain and cold bottle non-vended products?

Response: The College does not have a cafeteria or concession, but the College does have (2) Subways and a Coffee Shop. The selected vendor will need to supply product to these vendors, but the contracts will be independent of the College.

Question: We also wanted to know the breakdown of machines that are inside versus outside.

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: The College's Administration has selected a five (5) member Evaluation Committee to review and rank all proposals, what are the names and titles of these members?

Response: Committee includes the following members:  
Bill Hamilton, Director of Athletics  
Samantha Hill, Director of Student Affairs Operations  
Sara Wilson, Director of Student Services, Milton Campus  
Steve White, Director of EMT & 911 Programs  
Gean Ann Emond, Vice President of Business Affairs

Bidders are advised, as provided in the solicitation document, "From the date of issuance of this ITN, until a proposal is made, Respondent must not make available or discuss its proposal, or any part thereof, with any employee or agent of the College, unless permitted by the Director of Purchasing and Auxiliary services, in writing. Contacting the College's personnel or members of the College's District Board of Trustees, either directly or indirectly, regarding this ITN, the selection process or any attempt to further a proposer's interest in being selected, may result in proposer being disqualified and shall render the award to said proposer voidable by the College."

Question: Could you please provide a copy of the most current monthly and annual commission reports specifying the locations of equipment, gross sales per machine and commissions per machine paid by vendor for the past three years?

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: We would like to see if we would be able to get the sales and commissions for the previous 2 years with student counts included?

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: Request for copies of all proposed and or presented information for the last awarding process.

Response: This information is being sent to the proposer who requested the information. If any additional proposer would like the same information, please email [purchasing@pensacolastate.edu](mailto:purchasing@pensacolastate.edu).

Question: How many ADA Vending Machines are required?

Response: Proposer should include with their proposal the number of ADA machines they propose and can include additional information on the industry standards for the availability of machines.

If Proposer would like all of the content listed above, please request "all content covered by addendum #1" to [Purchasing@PensacolaState.edu](mailto:Purchasing@PensacolaState.edu)